

Library Trustee Meeting
Tuesday, October 8, 2019, 6:00PM

Trustees Present: Betty Strader, Ginny Lovett, Paul Eldridge, Jonathan James, Lisa Garcia

Absent with Notice: Ann Butler, Sarah Johnson

Others Present: Erin Apostolos (director), Chris Leland (assistant director), Matthew Gunby (head of circulation), Ron Lamarre (architect), Ed Touhey (building committee), Paula Wanzer (voting for Sarah Johnson)

Meeting called to order at 6:03 PM.

- I. Ron Lamarre: Building committee update.
 - a. Current Design
 - i Two stories for future expansion previously planned over new function room.
 - ii Considered cost of fully prepared two-level and single level meeting space. Milestone is currently working on this estimate.
 - b. Parking lot
 - i 24 spaces (10 ft. by 20 ft.) with limited circular drop-off (inaccessible to larger vehicles) 40 ft. from entrance.
 - ii Would also create potential issues with the retaining wall.
 - iii Alternative drop-off would be apx. 50 ft. from entrance. Build additional lower retaining wall. Allows for 27 10 ft. by 20 ft. parking spaces.
 - c. Schedule Update: Milestone has been brought on and will be meeting with Lavalee Brensinger and Michael Bruss. Meeting with CIP October 23rd or early November. Informational fliers to follow. Costing should be set out in apx. two weeks. Walkthrough video created, will eventually be put on the website.
- II. Christopher Leland
 - a. Staff scheduling.
 - b. Supplies.
 - c. Purchasing and cataloging DVDs, Nonfiction and occasionally Fiction collections.
 - d. Network manager of the building.
 - e. Add new acquisitions to catalog database.
 - f. Work with state on their new ILS.
 - g. Moved from Spectrum to TLC to Atrium in the years here.
 - h. Worked to replace standard computers with Raspberry Pis. Much more cost and energy efficient. Six Raspberry Pis cost the same as a single computer.

- i. Quarterly town safety committee meetings.
 - j. Reach for tall things.
- III. Secretary's Report-approve minutes of September 10. Sign previous minutes. **Motion to approve minutes for September 10 made by Paul Eldridge, seconded by Ginny Lovett. Motion carries unanimously.**
- IV. Treasurer's Report
- a. Mill River has transferred \$5,000 to checking account. \$20,759.41 current balance.
 - b. Northway Bank \$868.73. Majority from Square income.
 - c. End of September \$82,000 Improvement Fund, \$832,000 in Nichiporuk. Mill Rivers will be joining consortium and changing their name soon.
 - d. **Motion to accept treasurer's report and investment report made by Paul Eldridge, seconded by Lisa Garcia. Motion carries unanimously.**
- V. Library Director's Report
- a. Elizabeth Hengen: historic preservationist. Paid for through NH Charitable Fund grant and funds from the town held trust funds. What the furniture and front room looked like when it was first opened while also being functional in the twenty-first century. Initial timeline set for December. May be delayed, but will still be done long before renovation.
- VI. Old Business
- a. Building Subcommittee Report
 - i. May need to have special trustee meeting to vote on subcommittee recommendation.
 - i. Vote on Library Design/Budget (tabled).*
 - b. Advocacy Subcommittee Report: No update at this time.
 - c. ***Vote on Milestone Contract (Tabled to November):*** Primex issues with insurance being carried on project.
 - d. ***Vote on Town and Trustee budget (Tabled to November)***
- VII. New Business
- a. Friends update: Friends of the Library bookstore now located in antique store in Concord. Store collects 20% commission. Grand opening will be forthcoming. Friends of the Library have entered into the Meredith scarecrow competition.

- b. November 7: Waukegan Antiques: appraisal of antiques \$5 each or \$10 for three.
- c. Dancing with the Stars: Liz Rohdenberg supporting Meredith Library Fund. She also represented the library at the Meredith Improv Show at Winnepesaukee Playhouse.
- d. Perpetual Calendar

October

Approval of Library Budget to Submit to Town: waiting for information from town.

Move March Meeting Date to After Town Meeting: completed.

November

Approval of Library Trustee Budget

Treasurer contact town for schedule of materials required by auditor

Strategic Planning Quarterly Review

- e. Other Business? Read over motions and actions
 - i. Winetasting Hermit Woods Saturday, December 14th: 11-6.
Jim McFarlin is looking for two volunteers.
- f. Adjournment—Next regular meeting: Tuesday, November 12, 2019
 - i. Meeting adjourned at 7:12 PM.

Betty Strader

Ginny Lovett

Paul Eldridge

Jonathan James

Lisa Garcia